



LCA High School

Pre-Approved Absence Request

2011-2012

The student/parent handbook indicates that absences may be pre-excused if approved in advance. Please submit your request **AT LEAST FIVE DAYS** prior to any planned absence, so that the principal has adequate time to approve the absence. Homework for absences should be accessed off the website or requested by students from teachers on the day they return.

Student's Name: _____

Reason for absence:

Date(s) of absence(s): _____

Parent's Signature: _____

Home Phone number: _____

Primary Email address: _____

MAKING UP MISSED WORK

Teachers will provide students with the opportunity to make up work that was missed during any absence. Students will have one day to make up work for every day they were absent. If the student misses a lab, the lab will not be made up. It is the student's responsibility to contact the teacher regarding the makeup work prior to missing school.

(office only)

Principal's Approval: _____ **Date:** _____

Parent Notified: _____